

FLOIS

User Guide

Family Literacy Online Information System

Part 2

- Adult Participation
- Child Participation (Preschool)
- Child Participation (School-Age)

Logging in to FLOIS

Go to www.bobpopp.com/flois. Type in your USER ID and PASSWORD.

FLOIS > Login	
Login: Anonymous No Access (No Scope)	System Login
Main Page	FLOIS requires appropriate login accounts. You may have been redirected to this page because your session timed out. To prevent that, avoid spending more than a few minutes on any page.
Programs	User ID <input type="text"/>
Sites	Password <input type="password"/>
Staff Members	
Enrollment	
Participation	
Outcomes	
Reporting	
Reference Docs	

When you click the LOGIN button, FLOIS will take you to the main screen. In this section of the FLOIS Manual, you will find instructions for adding participation information for adults and children.

On the FLOIS Main Page, click on the link to add Participation Information. As on many FLOIS pages, you can navigate by using the links on the left side of the page, or by the links in the center of the page.

FLOIS > Main		Log Out
Login: floisb Staff Member (Single program)	FLOIS Main Page	
Main Page	<ul style="list-style-type: none">• Program Site Staff• Enrollment Participation Outcomes• Family Adult Child• View reports	
Programs		
Sites		
Staff Members		
Enrollment		
Participation		
Outcomes		
Reporting		
Reference Docs		

Adult Participation

When you click on the Participation Link, FLOIS takes you to the Participation screen shown below. We will go through the steps for entering adult participation data into FLOIS. Click the link for Adult Participation.

Login: floisb
Staff Member
(Single program)

Participation

You may access and modify participation data through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **all participants (adult and child)** are organized under **families**, which are grouped by **sites**, which are in turn organized under **programs**. A participant must be associated with a family; in fact, that family must be enrolled in the system before any of participants can be entered here.

Adult Participation:

Work with adult participation data

Child Participation:

Work with child participation data

Left sidebar menu items: Main Page, Programs, Sites, Staff Members, Enrollment, Participation, Adult Participation, Child Participation, Outcomes, Reporting, Reference Docs.

The next screen asks you to select the site. In this example, we will select the Family Learning Center and click Continue.

Adult Participation: Select Site

You have access to participation data within multiple sites. To proceed, select the site.

Select Site

- ☐ **Family Literacy Center** [0000201] - 5 families
- ☐ **FLC Evening Program** [0000203] - 0 families
- ☐ **Lyon Street** [0000204] - 1 family
- ☐ **Morningside Center** [0000211] - 6 families

The next screen will ask you to select one of the adults enrolled in the site. In this example, we will choose Donna Fox and click Continue.

Adults Enrolled

Select Adult Participant

FAMILY: 0000201-1005 (Fox, Donna L.)

0000201-1005A01 Fox, Donna L.

FAMILY: 0000201-1009 (Miller, Roxanne)

0000201-1009A01 Miller, Roxanne

Select Year 2006-2007

CONTINUE →

The next screen shows a table for entering attendance data for the twelve months of the program year, beginning in July and ending in June. For each adult, you will enter the number of hours of participation for the month for:

- Adult Education completed in center based settings.
- Adult Education completed in home based meetings.
- Parent Education completed in center based settings.
- Parent Education completed in home based meetings.
- Interactive Literacy completed in center based settings.
- Interactive Literacy completed in home based meetings.

You will also record the number of parent meetings attended and the number of home visits completed. The table for recording adult participation is shown on the following page.

You will notice that the table also contains “threshold” hours for each of the service categories. We will address the meaning of the thresholds in future FLOIS trainings. For now, leave the thresholds as they appear. Do not change the threshold values until you have participated in the FLOIS training on thresholds.

Fill in the hours of participation, number of parent meetings, and number of home visits completed by this adult and click Continue.

Adult Participation

0000201-1005A01 (Fox, Donna L.) 2006-2007

Participant: Fox, Donna L.
ID: 0000201-1005A01

Notes:

Month	Hours Adult Ed. Threshold	Hours Adult Ed. Attended (Center-Based)	Hours Adult Ed. Attended (Home-Based)	Hours Parent Ed. Threshold	Hours Parent Ed. (Center-Based)	Hours Parent Ed. (Home-Based)	Hours Parent-Child Interactive Literacy Threshold	Hours Parent-Child Interactive Literacy (Center-Based)	Hours Parent-Child Interactive Literacy (Home-Based)	Number Parent Meetings	Number Home Visits
July	30	20	2	5	4	1	5	6	1	4	4
August	30	22	2	5	3	1	5	4	0	4	3
September	30	24	2	5	4	1	5	5	1	3	4
October	30	0	0	5	0	0	5	0	0	0	0
November	30	0	0	5	0	0	5	0	0	0	0
December	30	0	0	5	0	0	5	0	0	0	0
January	30	0	0	5	0	0	5	0	0	0	0
February	30	0	0	5	0	0	5	0	0	0	0
March	30	0	0	5	0	0	5	0	0	0	0
April	30	0	0	5	0	0	5	0	0	0	0
May	30	0	0	5	0	0	5	0	0	0	0
June	30	0	0	5	0	0	5	0	0	0	0

All **threshold** columns must be numbers greater than zero.

← RETURN
CONTINUE →

The next page shows a series of charts that present the adult's participation in family literacy services. Monthly performance is compared to the thresholds for each component. The thresholds are the suggested minimum number of hours of participation for adults in family literacy programs.

Click Finish.

The next page gives you the option of entering participation data for another adult, or entering participation data for a child.

Participation

You may access and modify participation data through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **all participants (adult and child)** are organized under **families**, which are grouped by **sites**, which are in turn organized under **programs**. A participant must be associated with a family; in fact, that family must be enrolled in the system before any of its participants can be entered here.

Adult Participation:

 [Work with adult participation data](#)

Child Participation:

 [Work with child participation data](#)



Click on the link to Work with child participation data.

Child Participation (Preschool)

The first step in entering a child's participation data is to choose the site where the child is enrolled. In this example, we will enter data for a child entered in the Family Literacy Center. Click the link for the site.

FLOIS > Participation > Child Participation Log Out

Login: **floisb**
Staff Member
(Single program)

[Main Page](#)
[Programs](#)
[Sites](#)
[Staff Members](#)
[Enrollment](#)
[Participation](#)
• [Adult Participation](#)
• [Child Participation](#)
[Outcomes](#)
[Reporting](#)
[Reference Docs](#)

Child Participation: Select Site

You have access to participation data within multiple sites. To proceed, select the site.

Select Site

- ☐ **Family Literacy Center** [0000201] - 5 families
- ☐ **FLC Evening Program** [0000203] - 0 families
- ☐ **Lyon Street** [0000204] - 1 family
- ☐ **Morningside Center** [0000211] - 6 families

CONTINUE →

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Select the child. In this example, we will enter participation data for Deanna Fox, a child who has not yet entered kindergarten. Click Continue.

Children Enrolled

Select Child Participant

FAMILY: **0000201-1005** (Fox, Donna L.)

☒ **0000201-1005C01** Fox, Deanna Infant/Toddler/Preschool ▼

FAMILY: **0000201-1002** (Hernandez, Maria)

☐ **0000201-1002C01** Hernandez, Melissa Infant/Toddler/Preschool ▼

FAMILY: **0000201-1004** (Rocker, Edith)

☐ **0000201-1004C01** Rocker, Eddie Infant/Toddler/Preschool ▼

FAMILY: **0000201-1009** (Miller, Roxanne)

☐ **0000201-1009C01** Miller, Robert School-Age ▼

Select Year 2006-2007 ▼

CONTINUE →

FLOIS will present a table where you can record the child's participation in services. Record the child's hours of early childhood services for the month, hours of interactive literacy, and the number of home visits.

The table also contains "threshold" hours for early childhood and interactive literacy. We will address the meaning of the thresholds in future FLOIS trainings. For now, leave the thresholds as they appear. Do not change the threshold values until you have participated in the FLOIS training on thresholds.

Infant/Toddler/Preschool Participation									
0000201-1005C01 (Fox, Deanna) 2006-2007									
Participant: Fox, Deanna ID: 0000201-1005C01									
Notes:									
Month	Hours Early Childhood Ed. Threshold		Hours Early Childhood Ed. Attended		Hours Parent-Child Interactive Literacy Threshold		Hours Parent-Child Interactive Literacy Attended		Number Home Visits
July	30		15		5		2		1
August	30		25		5		5		1
September	30		48		5		12		3
October	30		0		5		0		0
November	30		0		5		0		0
December	30		0		5		0		0
January	30		0		5		0		0
February	30		0		5		0		0
March	30		0		5		0		0
April	30		0		5		0		0
May	30		0		5		0		0
June	30		0		5		0		0

All **threshold** columns must be numbers greater than zero.

Click Continue to go on to the next page in FLOIS.

The next page shows a series of charts that present the child's participation in family literacy services. Monthly performance is compared to the thresholds for each component. The thresholds are the suggested minimum number of hours of participation for adults in family literacy programs.

Click Finish.

The next page gives you the option of entering participation data for another adult, or entering participation data for a child.

Participation

You may access and modify participation data through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.

In FLOIS, **all participants (adult and child)** are organized under **families**, which are grouped by **sites**, which are in turn organized under **programs**. A participant must be associated with a family; in fact, that family must be enrolled in the system before any of its participants can be entered here.

Adult Participation:

 [Work with adult participation data](#)

Child Participation:

 [Work with child participation data](#)



Click on the link to Work with child participation data. The next section of the manual will illustrate how to enter participation data for school age children.

Child Participation (School Age)

The first step in entering a school age child's participation data is to choose the family literacy site where the family is enrolled. In this example, we will enter data for a child entered in the Family Literacy Center. Click the link for the site.

Select the child. In this example, we will enter participation data for Robert Miller. Click Continue.

FLOIS will present a table where you can record the child's school attendance. Record the child's monthly days of enrollment and days attended. Then click Continue.

School Age Participation

0000201-1009C01 (Miller, Robert) 2006-2007

Participant: Miller, Robert

ID: 0000201-1009C01

Notes:

Month	Days Enrolled	Days Attended
July	0	0
August	12	12
September	20	18
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0



← RETURN

CONTINUE →

The next page shows a chart that presents the child's participation in family literacy services. Click Finish.

FLOIS will return you to the Participation page. You have the option of entering participation data for more adults and children. When you are finished, click Log Out to terminate your FLOIS session.



FLOIS > Participation		Log Out
Participation		
You may access and modify participation data through this page. Depending on your level of access to FLOIS, options will be displayed below based on the account under which you are currently logged in.		
Login: floisb Staff Member (Single program)	In FLOIS, all participants (adult and child) are organized under families , which are grouped by sites , which are in turn organized under programs . A participant must be associated with a family; in fact, that family must be enrolled in the system before any of its participants can be entered here.	
	Adult Participation:	
	 Work with adult participation data	
	Child Participation:	
	 Work with child participation data	
Main Page		
Programs		
Sites		
Staff Members		
Enrollment		
Participation		
• Adult Participation		
• Child Participation		
Outcomes		
Reporting		
Reference Docs		

What should I do next?

1. Make sure that your program, site, and staff information is correct and up to date.
2. Make sure that the enrollment information for families, adults, and children is complete and correct.
3. Enter participation data for adults and children on a monthly basis.

Where can I get help?

Contact Ruth Nodine by email, phone, or fax with your question.

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Office of Early Childhood Education
Landmark II, Suite 101
3700 Forest Drive
Columbia, SC 29204-4010
Phone: 803-734-3540
Fax: 803-734-8343
E-Mail: rnodine@ed.sc.gov

If you receive an error message while working in FLOIS, please copy the message into a Word file and send an email to Ruth Nodine with that file attached. The FLOIS programmers will address the problem and notify you when it is fixed.